

LEAD ENTITY ADVISORY GROUP	POLICY AND PROCEDURES
<b>LEAG Purpose Statement</b>	The Lead Entity Advisory Group (LEAG) is created to enhance the Lead Entity Program by creating a forum where lead entity issues can be explored and the communication between lead entities, the Salmon Recovery Funding Board (SRFB), the Department of Fish and Wildlife, other state agencies and interested groups is improved.
<b>LEAG Membership</b>	LEAG is a nine member advisory group. Nominees are restricted to lead entity coordinators, citizen committee and/or technical group members (all must be associated with a recognized lead entity). Nominees must demonstrate strong lead entity involvement and reflect a mix of technical knowledge and community interests. LEAG members are recruited through a solicitation process that seeks members from the seven salmon recovery regions and establishes a diversity of lead entity coordinators, technical group members and citizen committee members. Solicitation for membership occurs as LEAG vacancies materialize. New LEAG members begin their terms on the first LEAG meeting of the new fiscal year (fiscal year begins July 1). LEAG members are representative of lead entities, but do not represent specific lead entities.
<b>Duration of Appointment</b>	LEAG members are appointed by the Director of the Washington Department of Fish and Wildlife (WDFW) for three-year terms. The Director may re-appoint a member for an additional three-year term. Members serve until reappointed or replaced.
<b>Appointment Expectations</b>	LEAG members are expected to attend regularly scheduled meetings and actively participate in a collaborative manner. Responsibilities of LEAG members include, but are not limited to, active participation in meetings, document review and feedback in a timely manner, and constructive presentation of dissenting viewpoints. The Director may revoke a member's appointment for not meeting one or more of these expectations over time. The Director may revoke a member's appointment for three unexcused absences out of six consecutive meetings.
<b>Appointment of LEAG Chair and Vice-Chair</b>	LEAG members shall elect the Chair and Vice-Chair for a one-year term. Both the Chair and Vice-Chair may be re-elected at the end of a one-year term, at the discretion of LEAG members. Elections for Chair and Vice-Chair are held on the first LEAG meeting of the new fiscal year. There must be, at minimum, a quorum present to vote and successful candidates must have five votes to be elected.

<b>LEAG Chair Responsibilities</b>	LEAG's Chair is responsible to preside over LEAG meetings, develop LEAG agendas (in consultation with other LEAG members and the Secretary) and oversee the development and issuance of LEAG opinions. In public settings, the Chair presents viewpoints consistent with policy and direction set by LEAG and reports back to LEAG members about the nature and content of presentations. The Chair has signatory authority for LEAG opinions and other communications and is the default representative of LEAG at SRFB meetings <u>if</u> the LEAG member that normally would present cannot attend the meeting. The Chair is by default a member of any LEAG sub-committee. Should the LEAG Chair be unavailable, the Vice-chair shall assume Chair duties.
<b>LEAG Secretary</b>	The LEAG Secretary will be a Department of Fish and Wildlife employee designated by the Director. The Secretary shall assist in the development of LEAG agendas (working with the Chair and other LEAG members), record minutes, create summary meeting notes and coordinate meetings/activities. The Secretary performs other duties as agreed to by LEAG and the Department, including, but not limited to drafting reports, coordinating activities, disseminating information, facilitating communication and formulating issues. Materials submitted to LEAG are directed and organized through the LEAG Secretary.
<b>Other Agency Staff</b>	SRFB staff, as well as the Department of Ecology, Department of Natural Resources, the Governor's Salmon Recovery Office, Department of Transportation, Department of Agriculture and the Conservation Commission are encouraged to attend and participate in LEAG meetings and activities. SRFB requests for LEAG comments or input have a high priority in the agenda setting process.
<b>LEAG Meeting Guests</b>	LEAG functions are open meetings. Lead entity coordinators are encouraged to attend LEAG meetings. When appropriate (determined by the Chair), guests are encouraged to participate in discussions, but are not part of decision-making processes.
<b>LEAG Member Per-Diem</b>	LEAG members shall be reimbursed for travel and per-diem costs while attending LEAG related functions. Travel and per-diem reimbursement is contingent upon the availability of WDFW funds.
<b>Decision-making</b>	Formal decision-making by LEAG is communicated through a LEAG opinion. A LEAG opinion may be requested, on a topic relevant to lead entity business, by the WDFW, the SRFB, a LEAG member or other party. Such requests shall be in writing and submitted to the Chair five weeks in advance of a LEAG meeting. The Chair, in consultation with other LEAG members and the Secretary, shall decide whether to create a LEAG opinion. LEAG opinions shall be agreed upon through a consensus process.

<b>Decision-making cont...</b>	<p>Dissenting parties may render a minority opinion.</p> <p>Less formal communications may be rendered by LEAG, as appropriate. This form of communication is informal in nature and most appropriate as applied to presentations and written documents that are in the formative stages and in need of general feedback. Informal LEAG responses are general in nature and should not be construed as LEAG viewpoints unless specifically noted otherwise.</p>
<b>Agenda Issues</b>	<p>The Chair, in consultation with LEAG members and the Secretary, decide upon the specific agenda items for a given meeting. The Secretary physically creates and distributes the agenda, first to the LEAG members for review, then to a wider-audience as an information service. Requests for agenda time for a particular LEAG meeting should be made four to five weeks in advance of the LEAG meeting. Documents requiring review prior to the LEAG meeting must be submitted to the Secretary at least two weeks (preferably three) before the meeting. LEAG agendas shall designate between action and discussion items.</p>